JSRCFB Minutes Website

Contact Information

- If you need administrative assistance with the site related to any design issues or site errors please send an email to Steve Turner at stephen.turner.ctr@osd.mil
- If you need additional assistance regarding posting minutes to the site please contact

  LTC Anthony Hammett anthony.s.hammett.mil@mail.mil

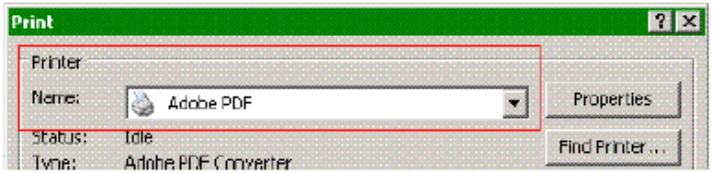
Background

- The JSRCFB State Minutes site allows each state to upload their minutes, communicate through comments section, and link the page to their popular social media site such as Facebook.

Important

Before you get started these are some important items you need to know:

- You can only upload your minutes in Microsoft Excel or PDF format. Keep all Excel spreadsheets in Excel format. Do not convert to PDF.(If your document is in Microsoft Word format you can save it as a PDF by clicking Print, and print as PDF, select Adobe PDF in the name section drop menu.)



- The maximum file size you can upload to the site is 2000KB (or 2MB).
- To access the login page you will need to be logged into your computer with your CAC.

Instructions - Step 1

- Login to the JSRCFB Minutes site at the following Web address:

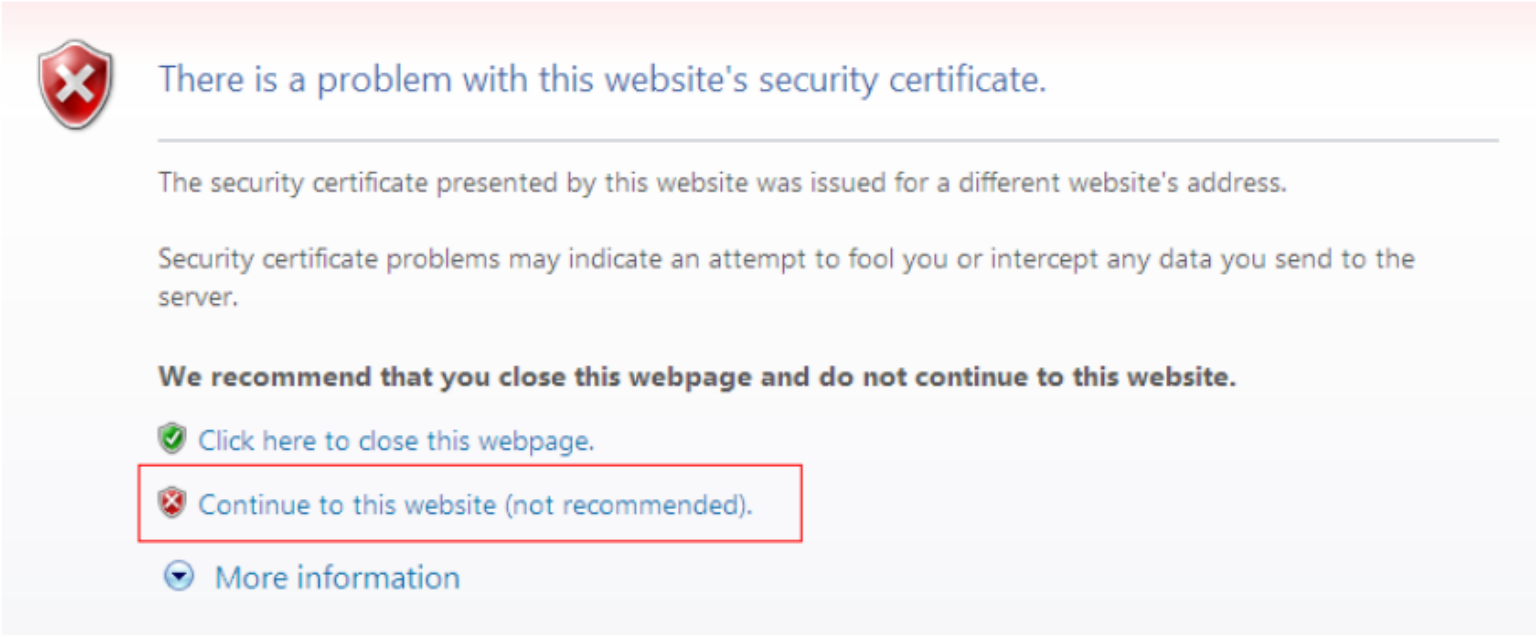
https://ra.defense.dodlive.mil/wp-login.php

NOTE: Before posting to the site you must first request account access. To request account access send an email to LTC Anthony Hammett anthony.s.hammett.mil@mail.mil

Once your request is approved you will be added to the list of users and sent an email with your username. In this email you will need to click the link provided

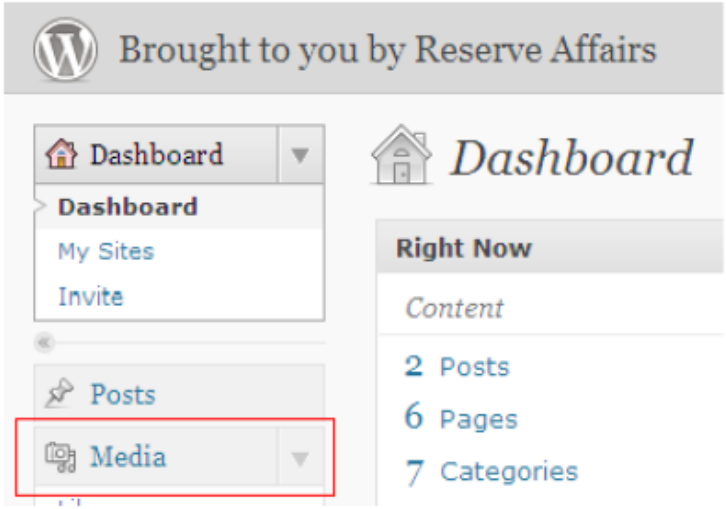
Instructions - Step 1.2

- Once you access the login page you will see a page stating that there is a problem with the certificate. On the page, click the link that says “Continue to this Website”. Then type in your login information.


There is a problem with this website's security certificate.
The security certificate presented by this website was issued for a different website's address.
Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.
We recommend that you close this webpage and do not continue to this website.
Click here to close this webpage.
Continue to this website (not recommended).
More information

Instructions - Step 2

- Click on the “Media” tab on the left navigation. In this section you will begin to upload your documents (2000KB max).

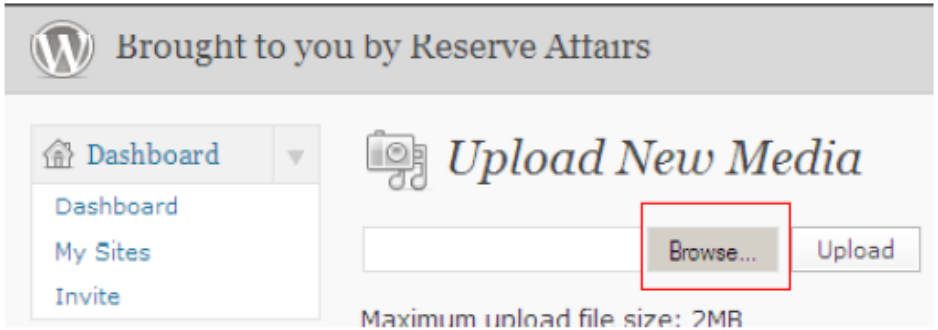


Instructions - Step 3

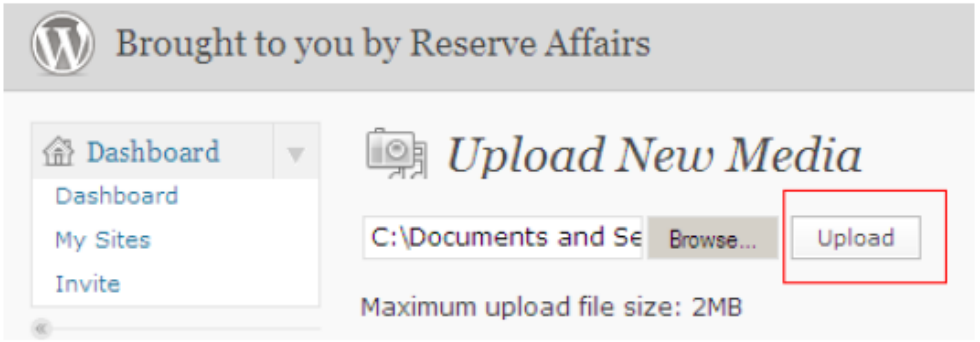
- At the top of the page click the “Add New” button.

Instructions - Step 4

- On the upload page click the “Browse” button and locate the file you wish to upload on your computer.

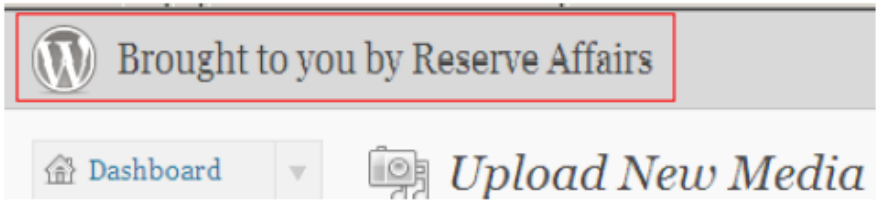


- Once you have selected your file click the upload button.



Instructions - Step 5

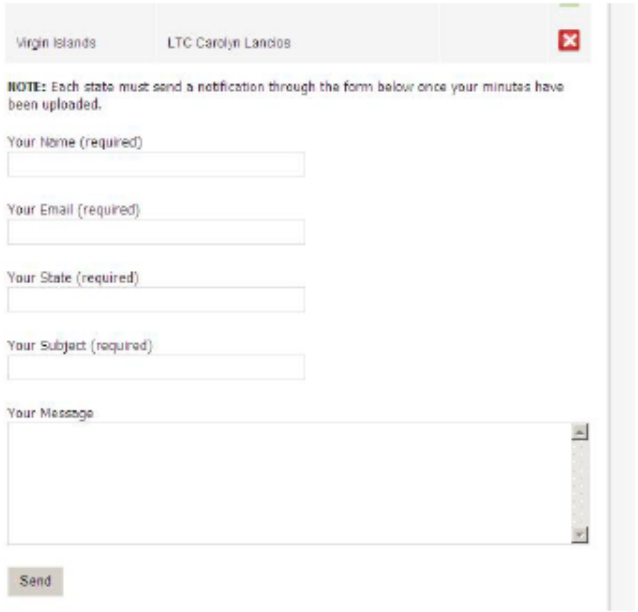
- Once your file is uploaded go to the minutes page by clicking on the site title in the top left hand corner.



- Click JSRCFB State Minutes in the top navigation.

Instructions - Step 6

- Send an email message through the Web form at the bottom of the JSRCFB Minutes page shown below to notify us that your minutes have been uploaded.


Virgin Islands
LTC Carolyn Landos
NOTE: Each state must send a notification through the form below once your minutes have been uploaded.
Your Name (required)
Your Email (required)
Your State (required)
Your Subject (required)
Your Message
Send

Instructions - Step 7

- Once OASD/RA reviews your documents, the Web administrator will upload your documents to the JSRCFB Minutes page located at http://ra.defense.dodlive.mil/jsrcfb-state-minutes/.